

Portfolio Analyst-Muni job description  
Western Asset Management

Location US-NY-New York

**Category**

Investment Management

Overview

**Invest in your future as you invest for our clients**

As a Portfolio Analyst you'll play an important role in investing to improve lives. Although your analytical skills will be highly prized, we never forget why we're here. The support and advice you provide could ultimately lead to more scholarships at a college or better outcomes for a retirement fund. At the same time, you'll be improving your prospects, building skills and knowledge that could further your career as a research analyst, portfolio manager or trader. It's a great stepping stone to a future within our highly entrepreneurial, fixed-income investment business.

**Job Description**

Support Municipal Investment Management team.

Responsibilities

**What you will do**

The analyst duties can be expected to touch all aspects of portfolio management as it relates to Municipal Investment strategies. The examples below are meant to be indicative of the work but not all encompassing.

Portfolio Management

- Preparing and analyzing daily reports.
- Review daily Compliance reports.
- Monitor portfolio cash flows & cash projections.

Analytical and Programming

- Solid working knowledge of VBA across MS Excel and MS Access to maintain and further develop models built by the PM team to support Investment Management.
- Work with PM team to conduct ad hoc analysis of strategies looking at risks, reward and correlations across multiple asset classes.
- Solid experience with SQL and Python.

## Trade Support

- Responsible for pre-trade compliance workflow, including trade entry, allocations and hedge calculations.
- Ensure that trades are posted timely, meeting all settlements team and market deadlines.
- Monitor status of analytic, rate and pricing data within systems, specifically trading system, reports, cash management, benchmark and data warehouse.

## Client Service

- Prepare materials for meetings with Client Service department.
- Respond to client requests.
- Monitor our Business Process Management tool and process tasks assigned for account transitions.

## Support Investment Team objectives with other WA teams

- Provide feedback to the Security Master Team regarding security classification, sector, tax status, legal status, etc.
- Provide feedback, as required, to Pricing team.

## Qualifications

### **What you will bring**

- Strong attention to detail, analytical and problem solving ability.
- Excellent financial, mathematical and statistical skills.
- Solid knowledge of a major programming language, i.e. Visual Basic or ability to quickly learn how this language is used with MS Excel and MS Access.
- Able to work in a high pressure environment.
- Recent graduates are encouraged to apply.
- Self-starter with good communications skills that is expected to contribute ideas and opinions to the team.

### **About Western Asset**

At Western Asset we're saying hello to the future. Committed to being the leading fixed-income investment management firm in the world, we're investing in new technologies, methodologies and markets. We're also investing in our people. Our business is guided by a belief in doing the right thing: that if we treat our clients and colleagues with fairness and respect, success will follow. We're building on our reputation and resources with an entrepreneurial approach that drives innovation. Every day is an opportunity for us to get better by making the most of the possibilities that our people and ideas can bring.

## How to Apply

Please click on the link below to apply:

<https://jobs-westernasset.icims.com/jobs/4756/portfolio-analyst/job?mobile=false&width=1248&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

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